

# FRIENDS OF THE PALO ALTO LIBRARY

## BOARD OF DIRECTORS MINUTES

DATE: Sept. 11, 2013

The meeting was called to order at 9:00 AM by President Peter Dehlinger in the FOPAL Annex.

### 1. Roll Call

Present: Tom Clark, Nancy Cohen, Peter Dehlinger, Gretchen Emmons, Charlotte Epstein, Ann Justice, Frank McConnell, Ed Walker, Tisa Abshire Walker, Tom Wyman

Absent: Gerry Masteller, Gene O'Sullivan, Jim Schmidt, Martha Schmidt, Camille Sarrant, Steven Staiger

Guests: Monique le Conge, Janette Herceg

### 2. Agenda Approval

The agenda was approved as presented.

### 3. Minutes of July meeting

The minutes were approved as presented with a correction to change "Agenda" to "Minutes" in the "Board of Directors" heading.

### 4. Library Director's Report - Monique le Conge

Monique passed out copies of the handout that will go in the October utility bill with information about the FOPAL sales. This will go to 28,000 homes and will also appear in electronic bills. The flyer was designed by Ann Justice.

The library construction projects are making progress. Staff will probably be moving into Mitchell Park in October along with the delivery of books and the automated materials handling machines. Monique is optimistic that it will open to the public before the end of 2013. Nancy and Janette attended a meeting for planning the opening ceremony and will continue to be involved.

Main Library is completely empty and gutted. The plan is for reopening at the end of 2014. There is a recommendation from the city council that the library be named for a significant person in Palo Alto history or retain the current name.

The library with grant funding participated with the Art Center to bring a makeX - mobile makerspace - to the lobby of Art Center. This is a program for teens to design and build things.

The library developed an intergenerational program with teens and seniors where the teens taught seniors how to use iPads. This was grant funded and was very successful.

The Sales Committee has requested that a subcommittee be established to recommend how FOPAL donations should be handled at the libraries.

The library is recruiting for an Assistant Director, a position that has been vacant for over a year. There are 5 candidates.

There was a question about the possibility of the library making tools available for lending. With the success of the makeX project, the library is looking at this possibility.

The summer reading program was a great success with 3001 participants - children, teens, and adults. The theme was food. There were even some adult oriented programs featuring beer and a visit to the Gordon Biersch Brewery in downtown Palo Alto.

There was a question regarding LinkPlus audio offerings and the answer was that only books are available on our LinkPlus offerings.

Rosetta Stone has stopped making its language offerings available to libraries. The library is currently offering Mango and is looking at other choices.

Public Works has taken responsibility for the contractor issues with regard to the Mitchell Park Library. The attitude now is to get the construction finished and then work out the legal issues after completion.

#### 5. LAC Report - Bob Moss was not present

In the absence of Bob Moss, Monique reported that the LAC is now fully staffed with 5 members. The LAC will meet every other month starting in August then October. At the LAC meeting there was report on the contract that the library has made with Orange Boy to do market analysis for the library.

#### 6. President's Report

Peter reported on his look into the sales programs of other local "Friends of the Library" groups - Menlo Park, Mountain View, Sunnyvale, Redwood City and San Francisco.

His take away is that we are #2 after San Francisco.

#### 7. Reports of officers/committees

## 7.1 Treasurer-Ed Walker

Since June the FOPAL books have been reviewed by our accountant and the 990 form sent to the IRS.

Net book sale income for the year ending June 2013 was \$103,000.

Book sale income for August was \$28,133.64 and other income was 844.37 for a total of 28,978.01. Total book sale expense was \$19,958.57 leaving a net book sale income of 8,175.07.

August employee expenses were high because there were 3 pay periods in the month. Also there were increased costs attributed to internet expenses that are supplies for Amazon sales. There was a charge of \$1000 for stamps instead of the usual 400 because there have been increased Amazon sales. Gross shipping revenues were \$2900 but the shipping costs were only \$2100.

In consideration of the increased expenses of the book sales and the reduced money available for grants, Monique has told her employees that they need to be more careful with grant requests and that the grants need to be scalable. Programs and events have increased but library staff are working on narrowing the focus.

## 7.2 Book Sale-Nancy Cohen/Janette Herceg

Nancy reported on HV sales. There were summer volunteers who did a lot of work for HV. Physical changes were made so that the books are more secure. Sales have gone up with \$7000 and \$8000 per month for the first two months of the fiscal year. Jerry is so busy shipping now that he has no time to do listing. More volunteers are needed who will commit to shipping so shipping can be done in a timely manner.

Janette reported about the Book Sale Committee. Section managers attended a meeting where Jerry Stone gave a Power Point presentation on how to recognize HV books. The committee is working on how to manage the pulling of books from the shelves right before the sale so that section managers and customers are not upset by missing books.

People are having difficulty understanding the 12 book limit on Saturday in the Children's Room so Janette will be posting signs in English, Spanish and Chinese.

There is a new 12 years old volunteer who will be creating books lists for the newsletter of the tween books to create publicity for these books.

The book buying policy for volunteers will be reviewed again in the volunteer bulletin.

The Book Sale Committee discussed safety issues in the book rooms to develop a policy to be presented to volunteers. Hazardous cleaning materials will not be allowed to be stored on site. Stacks of boxes should be no more than 5 high. Janette has found a city fire prevention person who will do a fire safety training. There is a first aid kit in the Main Room and the one in the Children's Room will be relocated to an easily available location.

The volunteer bulletin has been well received.

The September book sale will include volunteers from the "One Brick" group and from Silicon Valley Volunteers through MeetUp.

### 7.3 Website and feedback - Ann Justice

The new website is still under construction. A link to the beta version was sent to Janette, Peter and Charlotte. Jerry Stone has been the partner in this development. He taught himself WordPress and knows the organization. He is very busy with online sales so the website process is progressing slowly.

Frank needs to know the hosting requirements for the website.

A major button is "shop at our online store". 6000 books are listed but they are not sorted in any manner though San Francisco Friends does this. Nancy suggested that SF might offer help in this area.

Janette reminded us that the most current information about FOPAL is on Facebook.

### 7.4 Publicity/Public Relations, solicitation letter with energy bill - Ann Justice

This material was presented by Monique at the beginning of the meeting.

### 7.5 Nominating Committee, Jim Schmidt (Jim was not in attendance)

Ed reiterated that he is not a candidate for treasurer. There is no candidate for this position though the search started 6 months ago. Ed would be willing to serve as interim treasurer for up to 6 months maximum if necessary but not longer.

Ed has a meeting on Monday with a possible candidate and is waiting for a return phone call from another potential candidate. Ed does not think the job is shareable.

Gene O'Sullivan does not want to continue to serve on the board.

There was a comment that we need new board members. Nancy has two asks. Any names will be passed on to Jim.

### 8.0 Consideration of standing rules changes - Nancy Cohen

Extraneous material has been removed to bring the rules up to date. A Personnel Subcommittee has been added.

The board approved the Standing Rules as presented.

#### 8.1 Time and place for next board meeting, Annual Meeting, notice in Foreword

The board meeting will be on Wednesday, October 9 as scheduled and the annual meeting will be on Wednesday October 30 at 10AM in the FOPAL Annex.

The Nominating Committee list and the Bylaws should be included with the announcement of the annual meeting in the Foreword.

#### 8.2 Other business

There was no other business.

#### 9.0 Adjournment

The meeting was adjourned at 11:18 AM.

The next meeting is Wednesday October 9 at 10 AM.

Respectfully submitted,

Charlotte Epstein

Secretary